

Approved  
CMPC Facilities & Amenities Subcommittee  
Meeting Minutes

Thursday, November 8, 2007

Millennium Room 11

8:00 a.m.

Attendees: Jim Kottas, John Cunningham, Val Wormell, Kate Hollister

Call to Order: 8:08 a.m.

I. Consent Agenda

There were no additional items to add to the agenda.

II. Approval of Minutes

There were no minutes to approve.

III. Review outstanding action items

Outstanding/New Action items:

- sign up subcommittee on various Town Board's agendas – Planning Board, Board of Selectmen done(VW)
- solicit amenities list from Assistant Town Manager – no response yet (JK)
- add the public/private relationship to issues list – done (JK)
- update list of questions from 8/14 meeting suggestions – need to be determined (JK)
- list potential adversarial groups – in progress (JC)
- document list of questions/comments for consultant – (JK)
- status of various reports; dept level surveys, long range fiscal policy – no additional department reports (VW)
- distribute fire study report when available (VW)
- add consultant "stress points" list to issues list – TBD (JK)
- send out Governance questions – done (KH)

IV. Discussion Topics

Kottas reminded the subcommittee to respond individually to the discussion questions and email responses to him. The responses will be collected, collated and presented to the subcommittee for review at a future meeting. Kottas will also solicit input from the Comprehensive Master Plan Committee. The completion date was set at 11/26.

Cunningham reviewed the list of department and committee interviews completed to date. Those interviewed included: Water Department and Board of Water Commissioners, Rec Dept., Elder Services, Highway Dept, Engineering, Planning, Library, School Superintendent and Town Clerk. The subcommittee discussed priorities due to the looming deadline. It was agreed that emphasis would be placed on interviewing the remaining departments: Town Manager, Assistant Town Manager, Finance Director, Roudenbush, Permitting, Police, Fire and IT. All others would be included as time permits.

Wormell reported the Long Range Fiscal Policy Committee would vote on the final report on 11/6. Wormell to email final version of report to subcommittee. The Fire Study report was not yet available.

Hollister made a motion to add 4 additional questions to submit to the consultant. Wormell seconded and the motion carried unanimously.

V. Next Meeting

Thursday, November 27, 2007, 8 AM, Millennium Room 11.

VI. Adjournment

Hollister moved to adjourn the meeting at 9:40 a.m.